

**PURPOSE**

To outline the process and procedures for the Michigan Department of Health and Human Services (MDHHS) staff to use to purchase information technology (IT) services for new or existing contracts.

**DEFINITIONS****Business Integration Center (BIC)**

The MDHHS administration responsible for overseeing the information technology and program projects.

**Business Owners**

Designated program administration leaders with responsibility for a program or subject matter.

**Information Technology (IT)**

Data systems and services used to capture, analyze, compare, evaluate and report data.

**IT Services – New**

New IT contractual services to be procured by MDHHS.

**IT Services – Existing**

Current contracts for IT contractual services.

**Request for Proposal (RFP)**

The document containing the statement of work, requirements, expectations, and deliverables for the services that need to be purchased.

**ITRAC Request**

Electronic DTMB form used to request various purchasing transactions.

**Information Technology Resource Acquisition-Commodities (ITRAC) System**

The electronic DTMB system used to request, approve, and track IT Purchases.

**DTMB**

State of Michigan, Department of Technology, Management and Budget.

**DTMB IT Agency Services**

Portion of DTMB designated with responsibility for delivering IT systems and services for each state agency.

**DTMB Financial Services**

Portion of DTMB responsible for coordinating the IT procurement activities.

**DTMB Procurement**

Portion of DTMB responsible for State of Michigan's procurement.

**Program Management Office (PMO)**

The governance structure implemented by the business integration center (BIC) to administer and oversee the priorities and projects for major program areas within MDHHS. The PMO governance leadership structure consists of a PMO manager, MDHHS business owners and DTMB IT agency services technical delivery owners, and other supporting staff from across MDHHS that partner together as a team to deliver completed projects.

**Technical Delivery Owners**

Designated DTMB IT agency services leaders responsible for delivering the IT solutions for a specific program or project.

**POLICY**

The Michigan Department of Health and Human Services will use the following process to request new IT contractual services or modifications to existing IT contractual services.

**PROCESS**

1. The MDHHS, BIC and/or a project management office determines the need for a new or change to an existing IT contractual service.

2. If the need is for a new IT contractual service, the project management office identifies the stakeholders and works with DTMB IT agency services and DTMB procurement to develop the ITRAC request and the request for proposal.
3. If the need is for a modification to an existing IT contractual service such as an extension, change to the statement of work, increase in funding, the project management office works with DTMB IT agency services and DTMB procurement to obtain the supplemental documentation required for the change and develop the ITRAC request.
4. DTMB IT agency services routes the ITRAC request with the attached necessary documentation through the correct approval path depending on the funding amount of the ITRAC request.

**Dollar Value****Required Approvals**

Less than \$5,000

MDHHS Bureau of Organizational Services.  
DHHS budget analyst.

\$5,000 - \$250,000

MDHHS Bureau of Organizational Services.  
DHHS budget analyst.  
MDHHS budget section manager.

Greater than \$250,000

MDHHS Bureau of Organizational Services.  
DHHS budget analyst.  
MDHHS budget section manager.  
MDHHS budget division/bureau director.

5. The ITRAC request routes to the business integration center for review and approval or denial. If approved, the ITRAC request routes to the MDHHS budget office. If denied, the ITRAC request is returned to the DTMB IT agency services for additional information or correction and resubmission.
6. MDHHS budget office reviews, approves funding and adds financial coding. If approved, the ITRAC request routes to DTMB IT agency services for approval and then to DTMB procurement and DTMB financial services to complete the purchasing actions required. If denied, the ITRAC request routes to BIC for additional information and resubmission.

**FORMS**

DTMB IT agency services initiates the ITRAC requests, RFP forms and other necessary documentation.

**CONTACT**

For questions, contact the business integration center at 517-241-4012.